



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** **ASSOCIATE ENERGY SPECIALIST (TED)**  
(Will consider an Energy Analyst)

**TENURE:** **PERMANENT**

**TIME BASE:** **FULL TIME**

**SALARY:** **ASSOCIATE ENERGY SPECIALIST (TED)** **\$5,247 - \$6,521**  
**ENERGY ANALYST** **RANGE A:** **\$3,359 - \$4,113**  
**RANGE B:** **\$3,637 - \$4,493**  
**RANGE C:** **\$4,362 - \$5,403**

**LOCATION:** **ENERGY SYSTEMS RESEARCH OFFICE**  
**SACRAMENTO, CA**

**FINAL FILING DATE:** **April 18, 2019**

Under the direction and supervision of the Electric Generation Systems Specialist III, the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the programs of the Energy Research and Development Division (ERDD). The goal of the ERDD program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable about smart grid technologies, integration of distributed energy resources and their impact on the transmission and distribution systems, and advanced distributed energy resources such as energy storage and renewable technologies. The incumbent performs responsible, varied and complex technical and analytical work to support public interest energy RD&D funding; manages RD&D projects; and consults with experts in the field. Duties are performed at the full journey level.

## **DUTIES AND RESPONSIBILITIES:**

- **Contract Management.** The incumbent oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews contractor's monthly progress reports and prepares an evaluation of the project; audits, processes and verifies invoices (and, if necessary, assist the contract officer in disputing a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Energy Commission management on the status of the project.
- **Program Planning.** As a member of a team, the incumbent will perform analyses relating to energy RD&D to be used in developing program and policy recommendations for consideration by office and division management, Executive Office, and Commissioners. The incumbent will prepare technical reports. The incumbent will brief office, division, and Energy Commission management on the status of analysis of a variety of energy technology development topics.

- **Solicitations.** Lead and assist in Energy Technology Integration Systems' contract solicitations including developing solicitation business processes, preparing solicitation documents; preparing task activities and schedules; and reviewing and evaluating proposals. Activities will also include developing methodologies to focus solicitations on renewable related activities, developing and writing solicitation documents, assisting in conducting bidders' conferences, developing written summaries of evaluations prepared by consultants and state leads, and presenting proposed awards to management and Commissioners for approval.
- **Technology Transfer.** Organize, prepare and make presentations at workshops, seminars and conferences; write technical papers for professional journals and industry publications; provide expert testimony on technical problems relating to the Smart Grid program area at hearings and proceedings sponsored by the legislature, the Energy Commission, other local and regional governments, state and federal agencies, utilities, and other entities related to Smart Grid RD&D.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Ability to communicate effectively and be able to relay complicated information in a simple, consumer-friendly manner;
- Excellent interpersonal and team leadership skills;
- Ability to work with other offices within the division and other divisions within the Energy Commission on interdisciplinary projects;
- Ability to effectively write and edit technical program information.

**WHO MAY APPLY:** Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will be accepted. You must clearly indicate the basis of your eligibility (i.e. list, transfer, SROA/Surplus, reinstatement, etc.). RPA 330-268 and Position #535-330-4056-005 in the "Explanation Section" of the STD 678. Resumes are welcome but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Personnel Services Office  
Attn: RPA #330-268  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
Phone: 916-654-4309

California Relay (Telephone) Service for  
the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)